



GENERAL BOOKKEEPER I

Operations Center - Geneseo, IL

In Office Position / Not Remote or Hybrid

Full Time

Non-Exempt Hourly

FUNCTION OF JOB

Central Bank Illinois is seeking qualified candidates for a General Bookkeeper I position. This is a shared position, responsible for and providing support to a variety of clerical duties related to deposit functions of the bank.

MAJOR DUTIES & RESPONSIBILITIES:

- Responsible for indexing new scans by directing items into the appropriate workflow process for electronic recordkeeping for all bank branches.
- Performs electronic indexing of customer records, bank documents and corrected entries to maintain file accuracy.
- Completes daily review of miscellaneous reports to meet established daily deadlines.
- Assists with validating stop payment items and verifying "large items" for endorsement, authorized signature, alterations or fraudulent activities.
- Process return mail and contact customers to obtain updated address.
- Complete deposit verifications requested.
- Performs daily courier pickup and delivery for local Geneseo branches.
- Following a training period, responsible for verifying documentation and performing maintenance for account updates and modifications on the bank's Core System for all bank branches.
- Assists internal staff with telephone and internet banking questions, along with customer checkbook reconciliation, check/account research and other questions related to deposit and customer records.
- Cross train and back-up various duties within the bookkeeping department.
- Assists the Bookkeeping Supervisor in other areas as requested.

ESSENTIAL KNOWLEDGE & SKILLS:

- Must be reliable and dependable with punctuality and attendance!
- Must hold a valid driver's license.
- Ability to deal effectively, tactfully, patiently and pleasantly with customers, generally by phone.
- The ability to work closely with other employees and internal departments of the bank
- Must be trustworthy and discreet regarding confidential information.

- Requires logical thinking, attention to detail, accuracy and ability to coordinate and organize work duties.
- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion
- Ability to grasp new information and retain it.
- Should be a self-starter, ability to handle multiple job duties simultaneously and emotionally mature in handling stress
- Experience with designated software programs such as Outlook, Excel, Word, Shazam Core Systems, WebPoint and Aurora Document Imaging.

EXPERIENCE & KNOWLEDGE

The successful candidate must have a minimum of a high school education/graduation and preferably at least one (1) through two (2) years of experience in banking or related experience in another company. Previous banking, bookkeeping or customer service experience preferred, however we will train the right candidate.

BENEFITS*

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Long Term Disability Insurance
- Vacation & Paid Time Off (PTO)
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Incentive Plan
- Holiday Pay
- Logo-wear Stipend

COMPENSATION

The pay range for this position is \$15.00 to \$19.00. Please note that the pay range provided is a good faith estimate for the position at the time of posting. Actual compensation will be dependent upon factors, including but not limited to the individual's qualifications, experience, knowledge, skills, and abilities.

Interested applicants should send resume and cover letter to:

Central Bank Illinois
 Chrissy Eaker, Bookkeeping Supervisor
 100 E Exchange St
 PO Box 89
 Geneseo, IL 61254

E-mail recruiter@central-bank.com.

Posted 7/02/25

Equal Opportunity Employer

**Some benefits have an eligibility-waiting period*